

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 2**

**February 28, 2003**

**SUBJECT: DISSEMINATION OF ROTATOR INFORMATION - REVISED**

**PURPOSE:** The Department has identified a need to revise current procedures for disseminating and communicating information at roll calls. Currently, rotator information is required to be read for a minimum of three consecutive days. However, due to changes in deployment as a result of the flexible work schedule (FWS), officers are likely to be off for three or more successive days, thereby missing important information. This Order expands the time period that Area notices, Department and other orders are to be read at roll calls.

**PROCEDURE:** A supervisor shall read, or cause to be read, to the employees of his or her watch for **five** consecutive days during the roll call period, all Area, Department, and other orders which might affect employees of the watch. Supervisors shall continue to follow all other established procedures as outlined in Department Manual Section 3/222.45.

**AMENDMENTS:** This Order amends Section 3/222.45 of the Department Manual.

**AUDIT RESPONSIBILITY:** Each bureau commanding officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**WILLIAM J. BRATTON**  
**Chief of Police**

**DISTRIBUTION "A"**